

## How to submit a **SPEED ACTIVITY REPORT** in Iowa Grants

- Go to [www.iowagrants.gov](http://www.iowagrants.gov) and log in
- Click on **My Grants** and then select grant for current fiscal year
- Click on **Status Reports**
- Click on **Add** at the top of the page

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**Grant/Project Tracking**

Grant/Project: 375962 - Teamville - 2021

Status: Underway

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Officer: Sheri Lyn Krohn

Awarded Amount: \$112,850.00

- Select **Speed Activity Report** from the Status Report Type drop down menu

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**Grant Tracking**

**General Information**

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

Status Report Type: \* Speed Activity Report

Title: November Speed Project

Report Period: 11/21/2020 (From Date) 11/21/2020 (To Date)

- For the **Title Field**, enter the month you conducted the project followed by the words “Speed Project”
- Click on the calendar icons to enter the project start and end dates in the **Report Period** fields
- Click **Save** in upper right corner

- Click **Return to Components**

**General Information** [Return to Components](#)

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

ID: 377756


Status Report Status: Editing

Due Date:

Status Report Type: \* Speed Activity Report

Title November Speed Project

Report Period 11/21/2020 11/21/2020  
From Date To Date



- Click on **Speed Activity Report** in the table

**Status Report: 373742 - 29**

Grant: 373742-Des Moines PD 2021 Tester

Status: Editing

Program Area: GTSB Test Program


Grantee Organization: Grant Testing, Department of

Program Manager: Regina Sterbenz

**Components** [Preview](#) | [Submit](#)

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
<a href="#">General Information</a>	✓	10/05/2020
<a href="#">Speed Activity Report</a> ←		



- Select the month in which you conducted your project from the Speed Activity Report drop down menu
- Click on the calendar icon to select the date in which you conducted your project
- Enter your project start and end times
- Enter the total project hours
- Enter the total number of officers participating in the project from the hosting agency. If the host agency had a total of 5 officers working the project, 3 on GTSB OT and 2 on their regular shift helping with the project, the number for this field is 5.
- Answer the required question regarding the project being multi-jurisdictional. If you mark NO for the required question, the next two questions will not appear. If you answer YES, proceed to answer the next two questions. (See screen shot below)
- The last required question is asking about the total number of GTSB OT you are requesting for your speed project. If we use the example above, that there were a total of 5 officers that worked the project, but only 3 of them were on GTSB OT and worked the entire 4 hour project, the number for this field is 12 hours (3 GTSB OT officers x 4 hour project).

**Speed Activity Report**

Please select the reporting month

**Speed Activity Report\*** November

**Date of Project\*** 11/21/2020

**Project Start time\*** 2000  
Enter the project start time in military hours.

**Project End time\*** 2400  
Enter the project end time in military hours.

**Total Project Hours\*** 4  
Enter the total number of hours for the project.

**# of Officers Participating - Hosting Agency Only\*** 5

**Is this a multi-jurisdictional project?\*** ☒ Yes ☐ No

**Total # of Officers Participating - All Agencies**

**Other Agencies Participating**

These questions will only appear if you answered YES to multi-jurisdictional above.

**GTSB Speed Enforcement Overtime\*** 12  
Please enter the number of GTSB Speed Enforcement Overtime hours being requested for reimbursement.

- The next section is where you will be filling in your contacts per category
- To begin, click in the first text field, enter number of contacts for Speed Violations CITATIONS (even if it is zero) and then hit TAB
- Next enter the number of contacts for Speed Violations WARNINGS and then hit TAB
- Repeat this process for Other Traffic Violations and Public Information Activities

**Speed Project Violations**

**Speed Violations**

Citations Warnings

**Other Traffic Violations**

Citations Warnings

- In the Comments section for Public Information Activities, detail the content of the public information activities conducted.
- In the Public Information Activities Attachment(s) section, if there are any articles, posts, etc. to be uploaded, click on Choose File and navigate to your document.

### Public Information Activities

In accordance with the contract, 2 media contacts (Radio, Newspaper, TV) AND 6 social media (digital) posts are required during the contract year.

Per the category below, enter the number of speed focused public information activities the agency completed this month. Additional media and social media posts are encouraged.

If postings are on multiple social media outlets (such as Twitter, Facebook, Instagram, etc), please be sure to count each speed post. For example, if posting on Facebook and Twitter, count 2.

TV\*

Radio\*

Print\*

Digital\*

Comments

Detail the content of the public information activities conducted.

### Public Information Activities Attachment(s)

The agency must upload any posts, articles, etc which were posted or printed for this project.

Attachment(s)

- Enter your comments, click on **Return to Top**,

### Comments

Please note any additional activity or unusual circumstances which occurred this month.

Comments



[Return to Top](#)

- Click **Save**,

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Grant/Project Tracking

Status Report: 373742 - 04

Grant: 373742-Des Moines PD 2021 Tester

Status: Editing

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Manager: Regina Sterbenz

- Click **Mark as Complete**

**Speed Activity Report** [Mark as Complete](#) | [Go to Status Report Forms](#)

Please select the reporting month

**Speed Activity Report\*** January

**Date of Project\*** 09/03/2020

**Project Start time\*** 1530  
Enter the project start time in military hours.

**Project End time\*** 1830  
Enter the project end time in military hours.

**Total Project Hours\*** 3  
Enter the total number of hours for the project.

**# of Officers Participating - Hosting Agency Only\*** 2

**Is this a multi-jurisdictional project?\*** No

**GTSB Speed Enforcement Overtime\*** 6.0  
Please enter the number of GTSB Speed Enforcement Overtime hours being requested for reimbursement.

- Click **Submit**

**Components** [Preview](#) | [Submit](#)

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
<a href="#">General Information</a>	✓	10/09/2020
<a href="#">Speed Activity Report</a>	✓	10/09/2020

- If there are no further edits to this form, click **OK**

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www.iowagrants.gov says

Submitting the Status Report will lock all sections from further editing.  
Have you completed all sections? Are you sure you are ready to submit this Status Report?

**OK** **Cancel**

Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

**Status Report Submitted Confirmation**

You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking [here](#)